



The Fly-By

A Quarterly Publication of the
Southwest Region
January, 2016



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The Fly-By is published quarterly on the first month of each quarter. Deadline for submissions are:

1Q – 20 December

2Q – 20 March

3Q – 20 June

4Q – 20 September

Text may be submitted in the body of an e-mail (preferred) or as a document attached to an e-mail (a text file or, if generated in a word processor, saved in .RTF format).

Images must be in JPG format, un-retouched, un-cropped, and at least 1200 by 900 pixels.

Credits: In all cases, please give full grade, name and unit of assignment of

1. The article's author,
2. Photographer, and
3. Any person mentioned in the article or photos.

– oOo –

Send submissions to the Editor at:

awoodgate@austin.rr.com

Message size limit: 20 MB

SWR Commander's Corner

Happy New Year and welcome to the latest issue of Southwest Region's newsletter, The Fly-By. This publication is focused on effective communication. It provides the opportunity for leadership to get information to our members. It also provides the opportunity for you to brag about your people and the superb work they are doing. I encourage you to submit articles that tell the many success stories of our members, both adult and cadet, at the squadron, group, wing, and region level. Remember our vision: *Southwest Region – Leading the Way to Mission Success!* You are the ones who help make this vision a reality.

In the previous two editions I have shared some of the initiatives and goals that we are pursuing in the Southwest Region. For this edition, I would like to provide a look-ahead at some of the upcoming activities we are planning which support these initiatives.

In February we will conduct a region-wide emergency services exercise. This supports our initiative to conduct large-scale exercises that cross organizational boundaries, practice area command, and make use of our exceptional communications resources. We will build on this experience to build on subsequent large-scale events that include neighboring regions.

In April we will hold a combined Southwest Region/Texas Wing Conference in San Antonio. Texas Wing always puts on a great conference with plenty of training opportunities. In addition, Southwest Region will offer several pre-conference training venues to include a daylong operations and emergency services summit, a two-day aerospace education officer school, and a senior inspector general course. An added bonus is that CAP's Board of Governors will conduct their meeting in conjunction with our conference. What this means is that all of CAP's senior leadership will be with us in San Antonio. This includes the national commander, vice commander, chief operation officer, and my fellow region commanders. This is a big deal and I encourage you to come and be a part of the festivities!

Let me share a closing thought with you. Recruiting and retention is a hot button in CAP right now, and for good reason. Since we are a volunteer organization, we need to

make sure we achieve that wonderful balance between mission accomplishment and our members. The two dimensions can't be separated; you can't do one without the other. I could write a book on the topic (and probably will in the near future), but here are a couple of thoughts. No surprise – leading volunteers is not the same as leading employees or military members. Volunteers have a variety of motivations for why they join. They need to feel their time and talents are being used well, they need to feel appreciated and respected and that they have the opportunity to make inputs and make a difference. This calls for an organizational climate at each level – squadron, group, wing, and region – that reflects these values. Commanders must foster these values, but all members, both adult and cadet, are those who help make this culture “real” in your respective organizations. Do your part to help ensure that we take care of our people. The result will be happier, more effective, and successful units that get the mission done and grow in membership.

Thanks for doing your part for fulfilling our mission: *Southwest Region – leading the way to mission success!*

Col. Mark Smith, CAP
Southwest Region Commander 

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Safety is Priority One

Please read the latest issue of The Safety Beacon for timely, seasonal advice at <http://members.gocivilairpatrol.com/safety/>

Have you taken the **Operational Risk Management** Basic, Intermediate and Advanced online courses? Please visit: http://www.capmembers.com/safety/safety_education/

- Safety must be on every CAP member's mind, at all times.
- Before engaging in any CAP activity, a safety briefing must be conducted.
- Don't miss the Safety Specialty Track training posted at <http://www.capmembers.com/safety/safety-newsletters-2248/>
- **Safety is our Number One Priority.**

How to Submit News Items for this Newsletter

▪ **Which Articles Are Best?**

Ideally, articles should deal with a wing-wide event, preferably conducted in conjunction or coordinated with another wing (or better yet across regions).

Individual articles dealing with a subject that is of interest to a broad audience qualify as well.

Articles bylined by cadets, especially when the subject is of interest to a broad audience, are also welcome.

▪ **Do I Submit Photos?**

Articles with no photos may not be selected for publication. Do not embed images in a Word document. Instead, send in the original, un-retouched, full-size digital photos as attachments.

▪ **If You Have Article Ideas or Suggestions**

If you have an article in mind but are not sure whether it would be acceptable, you need some guidance in writing it, or you would like to comment on the material published here, please feel free to contact the editor: awoodgate@austin.rr.com. 



Note: All photos taken by CAP mission aircrews.

Civil Air Patrol's Oklahoma Wing Performs Multiple Storm Assessments in 2015

by Maj. David McCollum, CAP, Oklahoma Wing

TINKER AFB, Okla. – Oklahoma Wing of the Civil Air Patrol (CAP), the auxiliary of the U.S. Air Force, is currently flying photographic damage assessment missions in the eastern part of the state following the record-breaking December, 2015 rainfall. This follows an intensive spring and early summer when the wing flew numerous sorties to provide the State of Oklahoma Department of Emergency Management (OEM) with high-resolution images of infrastructures impacted by flooding and tornados.





“We are using aircraft and aircrews based in Tulsa and Muskogee to survey and document flooding and associated impacts along the Arkansas and Illinois Rivers,” said CAP Lt. Col. Aaron Oliver, Oklahoma Wing director of operations. “We are also using an airplane and crew from Norman to document the impact on the Lake Eufala area. By the time we are finished, we will have provided images to OEM of flood impacts from the Miami, Okla., area south all the way to Broken Bow, an area of approximately 12,000 square miles.”





The current mission follows a very busy spring and summer for the wing, having flown 90 air sorties for a total of 235 flight hours and provided more than 5,000 high-resolution damage assessment images to OEM.

"Civil Air patrol is an invaluable resource in Oklahoma," said Oklahoma Department of Emergency Management Director Albert Ashwood. "By providing aerial photographs after flooding and winter weather, Civil Air Patrol helps the state more quickly assess damage left by the storms so we are able to better support impacted communities."

"Storm damage assessment is one of the high-profile missions that we regularly perform, along with disaster relief, homeland security and search and rescue," said Oklahoma Wing Commander CAP Col. Dale Newell. "But we do much more than that. CAP administers one of the finest youth programs in the country, the CAP Cadet Program, where young men and women are taught leadership, core values, character development, aerospace education, and physical

fitness. Approximately 10 percent of all U.S. Air Force Academy cadets got their start in CAP while CAP cadet officers (the top 15 percent of all cadets) are eligible to enter the Air Force at the rank of Airman First Class (E-3) upon enlistment."

Newell added, "We may be an all-volunteer organization, but the nearly 800 members of the Oklahoma Wing are highly trained unpaid professionals, dedicated to serving their state and country." 🇺🇸





Top: (L-R) Baylor Air Force ROTC Cadet Third Class Lauren E. Barrett heads cadets of Baylor AFROTC and Civil Air Patrol Waco Composite Squadron; Cadet Gunnery Sgt. Benjamin Tindal heads cadets from the Midway High School Marine Corps JROTC; Cadet Seaman Apprentice Isis Hurley of the La Vega High School Navy JROTC; Cadet First Sergeant Jeffrey Washburn of the Midway High School Marine Corps JROTC heads cadets of the Midway High School JROTC unit; Cadet Petty Officer First Class Andrew Porter of the La Vega High School Navy JROTC; Cadet Caleb Starcher of Baylor University Army ROTC heads cadets from University High School Army JROTC; Captain Jason Unwin of the Waco Composite Squadron officiates. (Photos: Capt. Jason Unwin, CAP)

Below: Cadet Color Guard from Midway High School Marine Corps JROTC.

Texas Wing Squadron Conducts Wreaths Across America Ceremony

by Capt. Jason Unwin, CAP, Texas Wing

WACO, Texas – At 11:00 a.m. on Dec. 12, 2015, cadets and senior members of the Waco Composite Squadron conducted a ceremony to honor veterans buried at Oakwood Cemetery in Waco. This event was part of a nationwide ceremony being conducted simultaneously at hundreds of cemeteries to honor the Nation's veterans.

Cadets and senior members raised funds to place wreaths on the graves of 180 out of the estimated 2,000 veterans buried at Oakwood Cemetery. This was over double the amount placed in 2014. Contributions were made by VFW Post 6008 of Hewitt, Vietnam Veterans of America Chapter #1012, Mr. and Mrs. Hal Jones and the employees of Summit Dental Lab, Target and Walmart in Hewitt. In addition, the management of all Waco area Little Cesar's Pizza, Army and Navy Surplus of Waco, both locations of Poppa Rollo's, George's, and Summer Palace Restaurants in Hewitt, and Rite Space Storage of Hewitt allowed collection jars on their premises for donations by their customers. The donations by customers of these businesses helped fund approximately half of all wreaths placed on veterans' graves at Oakwood Cemetery.



Right: Cadet Caleb Starcher of Baylor University Army ROTC and cadets from University High School Army JROTC.

Below: Cadet Third Class Lauren E. Barrett Baylor University Air Force ROTC and cadets from Baylor AFROTC and the CAP Waco Composite Squadron.



In addition to Civil Air Patrol personnel, cadets from the Army and Air Force ROTC units at Baylor University as well as cadets from Waco, La Vega, and Midway ISDs participated in the ceremony. The colors were presented by the Midway High School Marine Corps JROTC

unit. Cadet 2nd Lt. Caleb Starcher of the Baylor Army ROTC detachment placed the ceremonial wreath honoring past and present service members of the US Army. Cadet 2nd Lt. Starcher was assisted by cadets from the University High School Army JROTC unit supervised by First Sergeant Leonard Montelongo, Jr.

Cadets from the La Vega US Navy JROTC programs participated in the placing of ceremonial wreaths honoring past and present service members of the US Navy and US Coast Guard. Cadet Petty Officer First Class Andrew Porter presented the wreath for the US Navy, and Cadet Seaman Apprentice Isis Hurley presented for the US Coast Guard.

Cadets from the Midway High School Marine Corps JROTC program participated in the placing of ceremonial wreaths honoring past and present members of the US Marine Corps and US Merchant Marines. Cadet First Sergeant Jeffrey Washburn presented the wreath for the US Marine Corps and Cadet Gunnery Sergeant Benjamin Tindal presented the wreath for the US Merchant Marines.

Cadet Third Class Lauren E. Barrett of the Baylor Air Force ROTC Detachment 810 presented the wreath in remembrance of past and current veterans of the US Air Force. She was assisted by two other cadets from the detachment as well as the cadets and senior members of the CAP Waco Composite Squadron. The Civil Air Patrol is the Official Auxiliary of the United States Air Force and has been recently been added to the "total force" of the US Air Force (Active Duty, Reserve, and National Guard).

State Representative Charles "Doc" Anderson of District 56 presented the POW/MIA memorial wreath for the more than 83,000 POW/MIA lost in the Nation's wars. Representative Anderson was accompanied in the presentation by CAP Waco Composite Squadron Commander Lt. Col. David Wilson. Representatives of Congressman Bill Flores' Waco Office were also in attendance.

The Waco Composite Squadron's long-range goal is to raise funds to decorate 100% of the veteran graves at Oakwood Cemetery, who represent veterans of every American conflict from prior to the American Civil War to Operations Enduring Freedom and Iraqi Freedom. 🇺🇸





Top: (L-R) Arkansas Wing Interim Commander Lt. Col. Charles G. Bishop, Jr.; Southwest Region Commander Col. Mark Smith; former SWR Commander and Arkansas Wing Commander Col. Thommie Herndon; SWR Vice Commander (East) and former Texas Wing Commander Col. Joe Smith; Capt. Anne (Mrs. Arthur) Formanek; and incoming Arkansas Wing Commander Lt. Col. (Col. Select) Arthur R. Formanek. (Photos: Capt. Pat Schmidt, CAP, Arkansas Wing)

Arkansas Wing Assumption of Command Ceremony

by Public Affairs Staff, CAP, Southwest Region

LITTLE ROCK, Ark. – At the Arkansas Wing Headquarters on Oct. 24, 2015, during a formal Change of Command Ceremony presided by Southwest Region Commander Col. Mark Smith, Lt. Col. Arthur R. Formanek was promoted to Col. and given command of the Civil Air Patrol's Arkansas Wing.

Col. Formanek – a retired corporate lawyer with management and executive responsibilities – is currently active as a flight instructor and law school professor. His education include a JD from the University of California's School of Law at Berkeley, and an MBA from the University of Chicago's School of Business.

In Civil Air patrol, he is a graduate of the Rocky Mountain Region Staff College, past Director of the Pacific Region Staff College, and a graduate of National Staff College. He has served as squadron commander in El Paso, Texas and Rogers, Ark.; Texas Wing Legal Officer and Vice Commander; Arkansas Wing Chief of Staff; and CAP mission, instructor, and check pilot. He has been a member of Civil air Patrol since 1986. 🇺🇸





Top: NASA Astronaut Col. Eric Boe, USAF, looks upon his younger self as a cadet, as he talks about his journey from CAP cadet to astronaut. (Photo: Lt. Col. Jay T. Tourtel, CAP)

NASA Astronaut Highlights New Mexico Wing Conference

by Lt. Col. Jay T. Tourtel, CAP, New Mexico Wing

ALBUQUERQUE, N.M. – A NASA astronaut, a retired NASA mission controller, and a record six recipients of Civil Air Patrol's Gen. Carl A. Spaatz Award highlighted the 2015 New Mexico Wing Conference. The event, held on the weekend of Nov. 13-15, 2015, gave members from throughout the state of New Mexico a chance to gather, socialize, and keep up with the latest developments in CAP.

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The festivities began on the night of Nov. 13, with a Cadet Dining Out and Ball for the teenage cadets, while the adult senior members attended a Commander's Reception hosted by New Mexico Wing Commander Col. Mike Lee.

Saturday morning began with the General Session, which included updates from Deputy Director of Cadet Programs for National Headquarters (and a Spaatz Award recipient) Mr. Curt LaFond on the state of cadet programs nationally; former Southwest Region commander Col. Frank A. Buethe – representing his successor, Col. Mark E. Smith – on the state of the region; and finally, an update from Col. Lee on the state of the Wing: what was performed well over the past year, and what could have been done better.

Lunch followed, with presentations by Air Force Col. Eric Boe (NASA command pilot of the final mission of the space shuttle *Discovery* – and another Spaatz recipient), who talked about how CAP impacted his decisions to join the Air Force and become an astronaut, and Col. Jack Anthony (Boe's mentor and a retired NASA mission controller) who outlined the governing principles of mission control and how they could be applied to everyday life.

The highlight of the conference was the awards banquet, during which not only were the wing's top individuals and units honored, but also gave Col. Boe a chance to talk about his last shuttle mission, complete with a video produced by NASA.

The banquet concluded with Col. Lee mentioning that the conference had a record six Spaatz recipients in attendance. The Spaatz Award is the highest – and also the hardest – cadet program award that a cadet may earn in CAP. Since its inception in 1964, a little more than 2,000 cadets have earned the award.

In addition to Mr. LaFond and Col. Boe, the other Spaatz recipients included New Mexico Wing director of Cadet Programs Lt. Col. Andrew F. Selph; New Mexico Wing Assistant Public Affairs Officer Lt. Col. Jay T. Tourtel; Lt. Col. Beverly A. Vito of Albuquerque Heights "Spirit" Composite Squadron (the second cadet from New Mexico to earn the award); and Group 800 Administrative Officer Maj. Gwen Sawyer (the first cadet from New Mexico and the first female ever to earn the award). December 2015 also marks Sawyer's 50th anniversary of having earned the Spaatz Award.

Sunday morning began with a breakfast for all squadron commanders hosted by Col. Lee, a nondenominational worship service, and a series of breakout sessions that lasted till noon.

The 2016 Wing Conference is scheduled to be held in Santa Fe. 🇺🇸

Below: (L-R) Spaatz recipients Lt. Col. Andrew F. Selph, Lt. Col. Jay T. Tourtel, Lt. Col. Beverly A. Vito, Col. Boe, Maj. Gwen Sawyer and Mr. Curt LaFond. (Photo: Courtesy of Mrs. Aurora Tourtel)





Arizona Wing Command Change

by Lt. Col. Jeffrey Wolff, CAP, Arizona Wing

LUKE AFB, Ariz. – On Jan 9, 2016, Col. Brian Ready will step down and pass command of the Wing to Lt. Col. (Col. Select) Martha Morris. Colonel-select Morris has a vast knowledge and experience in aviation and has been serving most recently as the Arizona Wing director of operations.

Colonel-select Morris started in CAP in college when she was at Arizona State University, and has been involved for more than 34 years. She has served in several positions, including check pilot. During her early time in CAP she served in several positions with the Rio Rancho Falcon Composite Squadron.

She has received many CAP decorations, including the Meritorious Service Award (5 times) and the Commander's Commendation Award (6 times). She earned the Gil Robb Wilson Award – the highest professional development recognition available to CAP senior members. Her emergency services activities include 8 Finds; 6 of them for Emergency Locator Transmitters.

Colonel-select Morris is employed as an airline pilot with JetBlue airlines. 🇺🇸



Left: Aerospace Education Officer Capt. Mary Fox (center foreground) explains the objective of the Martian habitat. (Photos: Lt. Col. Jay T. Tourtel, CAP)

Below: Cadet Airman Basic Max Wignall (right) designs a window on the cadet side of the habitat.

New Mexico Wing's "Spirit" Composite Squadron Builds Martian Habitat

by Lt. Col. Jay T. Tourtel, CAP, New Mexico Wing

ALBUQUERQUE, N.M. – Over the course of two meetings – Oct. 29 and Nov. 5, 2015 – the cadets and senior members of Albuquerque Heights "Spirit" Composite Squadron constructed a Martian habitat. The assignment, that was part of the squadron's aerospace education program, was based on the recently released feature film *The Martian*.





Above: Cadet Senior Master Sgt. Davis Little (left) and Cadet Chief Master Sgt. Juana Fox supervise the construction of the habitat.

Below: The finished habitat, with the senior shelter (left) connected to the cadet shelter via tunnel (not shown).

The habitat was the idea of Capt. Mary A. Fox, the squadron's aerospace education officer, who saw the construction project as a way for both the cadets and senior members to work together in pursuit of a common goal.

"Our aim was to foster an atmosphere of teamwork as well as rivalry," said Fox, who had the cadets and senior members each construct their own shelter, and afterwards work together to connect them with a common access tunnel.

Cadets and senior members designed their shelters on sheets of plastic, which were joined at the seams by duct tape. The shelters were kept inflated by floor fans provided by squadron members.

Capt. Fox deemed the activity a huge success, and looks forward to more joint cadet-senior member activities in the future. 🇺🇸





Top: After the ceremony, (L-R) outgoing Squadron Commander Lt. Col. Rich Simerson, outgoing Group I Commander Lt. Col. Debra Torres, incoming Group I Commander Lt. Col. Richard Kolas and incoming Squadron Commander Maj. Richard Warner. (Photos: Maj. Richard Warner, CAP)

Texas Wing's Tigershark Composite Squadron and Group I Changes of Command

by Maj. Richard Warner, CAP, Texas Wing

AMARILLO, Texas – On Oct. 3, 2015, the Tigershark Composite Squadron was host to three Change of Command ceremonies, the presentation of two Gen. Billy Mitchell Awards and the AFA Outstanding Cadet Award, and the appointment of several cadets to new staff positions. More than 60 CAP members and guests were in attendance, coming from as far away as Lubbock and El Paso.

Cadet 2nd Lt. Nathaniel Sanchez accepted cadet command from Cadet Maj. Zane Warden. The change of command was presided over by outgoing Tigershark Composite Squadron Commander Lt. Col. Rich Simerson. Cadet Sanchez has been a CAP member since 2012, has



Above: (L-R) Cadet 2nd Lt. Nathaniel Sanchez takes cadet command from Cadet Maj. Zane Warden.

served in many cadet staff positions, and is qualified as Ground Team Member, Urban Direction Finding team member, Mission Radio Operator and Mission Staff Assistant. He is a graduate of the Lone Star Emergency Services Academy and the Cadet Officer School at Maxwell AFB, Ala. His goal is to attend the U.S. Air Force Academy.

Cadet Maj. Warden has served in all squadron cadet staff positions, as well as Cadet Advisory Council representative at the Group and Wing levels. He is qualified as Ground Team Member and Urban Direction Finding team member, and has received the Cadet Pre-Solo Pilot Award. His goal is to attend the U.S. Air Force Academy.

Tigershark Composite Squadron Maj. Richard Warner took command of the squadron from Lt. Col. Rich Simerson. The change of command was presided by outgoing Group I Commander Lt. Col. Debra Torres. Maj. Warner is a retired computer software developer, was a CAP cadet during his high school years, is a recipient of the FAA's Wright Brothers Master Pilot Award, and has been a CAP member and Mission Pilot since 2000.

Maj. Warner has served as Logistics Officer and Deputy Commander for several years, and is a qualified Mission Scanner, Mission Observer, SAR/DR Mission Pilot, Glider Pilot, Mission Pilot Check Pilot, Mission Safety Officer, Air Operations Branch Director, Planning Section Chief, and Operations Section Chief. He has received many CAP awards, including the Lifesaving Award and the Brig. Gen. Charles E. "Chuck" Yeager Award.



Above: (L-R) New Squadron Commander Maj. Richard Warner and Lt. Col. Rich Simerson, whom he replaced.

Lt. Col. Simerson served as Tigershark Composite Squadron commander for many years, and is qualified in many Emergency Services specialties, including all aircrew positions. Over the years he has also served in staff positions for Texas Wing and Southwest Region, primarily in ES training. He is the co-founder of the Mission Aircrew School at the National Emergency Services Academy in Columbus, Ind., and served as co-commandant for the first four schools. In addition, he developed and maintains the National Mission Aircrew training materials, and has received numerous CAP awards, including the Exceptional Service Award, several Commander's Commendation Awards, and two Lifesaving Awards.

Lt. Col. Richard Kolas replaced Lt. Col. Debra Torres as commander of Group I. Representing the

wing commander, World War II veteran Mr. Jack Rude presided over the ceremony. He served in the US Army Air Force as a B-17 Flying Fortress tail gunner and flew 32 wartime missions from the Royal Air Force base in Debach, England. Lt. Col. Kolas is a Lubbock businessman, was a CAP cadet in his youth, and had previously served as Commander of the Lubbock Composite Squadron.



Left: Lt. Col. Debra Torres presents the Billy Mitchell Award to Cadet 2nd Lt. Evan Cato.



Above: (L-R) After the change of command ceremony, outgoing Group I Commander Lt. Col. Debra Torres and new Group I Commander Lt. Col. Richard Kolas.

After the changes of command, several cadets were presented awards and named to new appointments.

Right: Lt. Col. Debra Torres presents the Gen. Billy Mitchell Award to Cadet 2nd Lt. Zackery Wall.

Cadets 2nd Lts. Evan Cato and Zackery Wall were presented their Gen. Billy Mitchell Award by outgoing Group I Commander Lt. Col. Debra Torres.



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Cadet 2nd Lt. Sanchez was presented the Air Force Association Outstanding Cadet award by the new Group I Commander Lt Col Richard Kolas.

Cadet Chief Master Sgt. Owen Salisbury was appointed Cadet 1st Sergeant by the new Cadet Commander Nathan Sanchez.

Cadet 2nd Lts. Benjamin James and Evan Cato were appointed as Flight Commanders by Cadet Commander Sanchez.

Cadet Chief Master Sgts. Grant Cato and Austin Downey were appointed as Flight Sergeants by Cadet Commander Nathan Sanchez.

At the conclusion of the ceremonies, Maj. Warner said, "I'm honored to take command of a squadron that is recognized throughout Texas not only for admirably accomplishing airborne and ground missions for numerous state and federal agencies, but also for the quality of young men and women who participate in our cadet program." He added, "I'm very proud of Cadet 2nd Lt. Sanchez and the entire group of cadets who have shown great leadership growth during their years in CAP." 🇺🇸

Below: Cadets Downey (left) and Wall (center) enjoy a visit with special guest World War II veteran Mr. Jack Rude, US Army Air Force, Eighth Air Force, B-17 aircrew member.





Top: Civil Air Patrol aircraft wait on a ramp adjacent to the Southwest Aeronautics, Mathematics and Science Academy at Double Eagle II Airport in Albuquerque, N.M. Four CAP aircraft were the first to fly to SAMS Academy's ramp to give orientation flights to West Mesa Composite Squadron cadets, the newly formed CAP squadron at the aeronautical charter school. (Photo: Capt. Ryan Stark, CAP)

New Mexico Cadets Are Given Orientation Flights

by Capt. Ryan Stark, CAP, New Mexico Wing

ALBUQUERQUE, N.M. – On Oct. 10, 2015, cadet members of the newest squadron of Civil Air Patrol's New Mexico Wing took orientation flights in four CAP aircraft, flown directly from the squadron's home base at the Southwest Aeronautics, Mathematics and Science Academy, adjacent to Albuquerque's Double Eagle II Airport.

Ten cadet members experienced flight in CAP single-engine aircraft, including a chance to take supervised control of an airplane. For several of the cadets, it was their first time to fly.

"One of the most important things we do in Civil Air Patrol is to let our cadets experience flight," said Capt. Jenifer De La Garza, West Mesa squadron's commander. "And given that our hosts at SAMS Academy have an aircraft ramp and direct access to the airfield at Double Eagle, it was great that these cadets could do so right here at their school."

In a unique partnership, the 40-member CAP squadron and SAMS Academy – a charter school grades 7-12 whose curriculum includes aeronautical education – combine to offer stimulating educational opportunities for SAMS students both in and out of school.

The squadron received its charter from CAP's national headquarters in September, 2015, and has been getting its cadet and adult members ready for flying in the short time that they have been operational.

The pilots who flew the cadets are members of Albuquerque Senior Squadron II, based at nearby Kirtland Air Force Base. They agreed to fly the planes the short distance from Kirtland to Double Eagle to make it possible for the cadets to fly from the familiar setting of SAMS. 🇺🇸



Above: During Nov. 6-7, 2015, the Arizona Wing Aerospace Education Team at the CAP booth (L-R): Ariz. Wing Asst. Director of AE Capt. Angelo Rossetti, Ariz. Wing Internal AE Officer Lt. Col. Fred “Fritz” Seifritz, Ariz. Wing Director of AE Lt. Col. Pete Feltz, and volunteers from the Verde Valley Composite Squadron 205 Capt. Jean Nixon and her husband Maj. Patrick Nixon.

Arizona Wing Participates in Arizona Science Teachers’ Association Conference

by Lt. Col. Pete Feltz, CAP, Arizona Wing

PHOENIX. – On Nov. 6-7, 2015, the Arizona Wing Aerospace Education Team profited from Capt. Jean Nixon and her husband Maj. Patrick Nixon’s help as they were instrumental in steering the teachers into the room where the wing’s AE Team had set up. This year was somewhat cumbersome, since the exhibitors had been required to set up in hallways and various classrooms.

The main exhibit hall was occupied with previous school requirements. However, with the Nixon pair directing the teachers to the CAP booth, the wing had the most successful sign-up in recent years. By the end of the conference, over 40 teachers had signed the list with intent to join Civil Air Patrol.

CAP’s National AE department allowed a 50% membership discount that the team promoted as CAP’s “Black Friday” discount.

Lt. Col. Feltz was a presenter this year, and no doubt this contributed to good response when he promoted the discount.

This event is Arizona Wing’s main yearly conference to solicit new Aerospace Education Members, and hopefully most of the teachers who signed the list will also join as CAP AEMs. 🇺🇸



Top: (L-R) Coast Guard Cmdr. Craig J. Massello, CG Lt. Carroll and CAP Maj. Walters. (Photos: Capt. Audrey Morrow, CAP)

Coast Guard Officer Receives Civil Air Patrol Guardian Angel Award

by Capt. Audrey Morrow, CAP, Texas Wing

ELLINGTON FIELD, HOUSTON – On Dec. 18, 2015, during an all-hands safety stand-down and awards ceremony, Texas Wing Group IV Commander Maj. Ric Walters presented U. S. Coast Guard Lieutenant Allan L. Carroll with the Group IV Commander’s Guardian Angel Award for his heroism shown minutes before the start of the Group IV Emergency Services Conference. At the same time, Carroll received a Certificate of Appreciation for his presentation on the U. S. Coast Guard’s capabilities.

Coast Guard Commanding Officer Cmdr. Craig J. Massello stood with Lt. Carroll as Maj. Walters presented him with the awards. The Guardian Angel award was created and designed by Maj. Walters for individuals who have exhibited exceptional courage and heroism. Maj. Walters also presented Cmdr. Massello with a commemorative Congressional Gold Medal coin.

On Oct. 24, 2015, a Group IV Emergency Services conference was held at the C. E. King Middle School in Sheldon, Texas. There had been heavy rains the night before, and roads were wet and slick. A few minutes before 8:00 a.m., the fire department personnel and EMTs were busy setting up a demonstration at the school’s entrance.

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Left: Maj. Ric Walters presents Guardian Angel Award to Lt. Allan L. Carroll.

Below: Cmdr. Massello holds the Congressional Gold Medal that Lt. Carroll received.

Lt. Carroll was scheduled as a guest speaker. As attendees were arriving, he was driving his personal vehicle behind a young woman driving a pickup truck. Suddenly, the pickup truck skidded and careened into the 15-foot ditch across from the school. Lt. Carroll stopped and leaped from his car into the ditch, disregarding his own personal safety. "I didn't know if she was badly injured or how I would handle the situation", he explained later.

As he approached the truck, partially submerged in mud, he found that the driver seemed to be uninjured. The doors were jammed. Minutes later, fire department personnel were on the scene to assist in removing the driver.

This was clearly a heroic act. His immediate thought had been to save the driver, and he did not hesitate. When asked, he modestly said, "It's what I do. I believe that I very quickly assessed the situation, decided that jumping into the ditch was the best overall option, and then executed that plan."

"I joined the Coast Guard close to nine years ago for lots of reasons. I have always loved volunteering and doing things that help people. I've volunteered at homeless shelters, churches, food kitchens, and children's programs," he added.

Lt Carroll has long been fascinated with helicopters. He started his career as an avionics electrical technician, went on to flight training and now serves as an MH-65D Dolphin helicopter pilot at the U. S. Coast Guard Air Station at Ellington Field, in Houston.

In his words, "The Coast Guard teaches us that our own safety is very important. If I get hurt today, I can't help anyone tomorrow." 🇺🇸





on, January, 2016

AZ Wing AE Team Flies Six Teachers from Anthem Elementary

by Lt. Col. Pete Feltz, CAP, Arizona Wing

ANTHEM, Ariz. – On Oct. 24, 2015, The Arizona Wing Aerospace Education Team gave orientation flights to six teachers from Anthem Elementary School, with four more waiting to be flown at a later date. The teachers were uniformly excited about the experience, and will take their impressions to the classroom.

Top: Amy Keaveney and Shanna Weible with pilot Capt. Russell Miller after they had been flown from the Deer Valley Airport on N447CP, a Cessna 182.

Right: Deb Roets and Erica Fewell with pilot Capt. Bob Enoch after they had been flown from the Glendale Municipal Airport on N879CP, a Cessna 182.

Below: Shannon Cammack and Barbara Craft with pilot Capt. Clarence Rebello after they had been flown from the Chandler Municipal Airport on N655CP, a Cessna 182.



All aircraft were fitted with Garmin G1000 glass cockpits.

Arizona Wing has found this program to be a very good way to reach out to the community and create good will. Also, over the years, it has proved to be an excellent recruiting tool. 🇺🇸



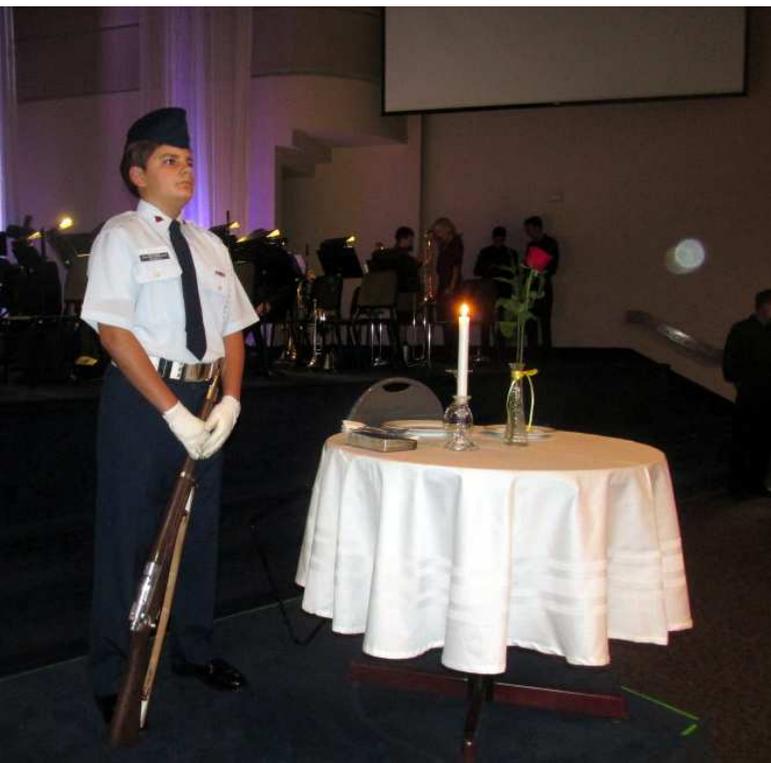
Top: Guest speaker Allen B. Clark speaks about his experiences since he was injured in Vietnam. (Photos: Lt. Col. Jay T. Tourtel, CAP)

Below: Cadet Airman John T. Nichols stands guard at the POW-MIA table.

New Mexico Wing Squadrons Assist in Hoffmantown Military Appreciation Dinner

by Lt. Col. Jay T. Tourtel, CAP, New Mexico Wing

ALBUQUERQUE, N.M. – On Oct. 18, 2015, Cadets and senior members from both Eagle Cadet Squadron and Albuquerque Heights “Spirit” Composite Squadron provided support for Hoffmantown Church’s fourth annual Military Appreciation Dinner to honor all military veterans. Hoffmantown’s Senior Associate Pastor Chris Branam, who heads up Hoffmantown’s Military Ministry, is also a lieutenant colonel in CAP, and New Mexico Wing’s assistant chief of staff, director of personnel, and assistant director of administration.



Right: Eagle Cadet Squadron commander Capt. Bryan Neal (right) supervises and helps the kitchen detail.

Personnel from both squadrons provided support in the kitchen – from the plating of the food to the final cleanup – as well as working as servers, taking drink orders for water or iced tea, and busing the tables when the diners were finished. Additionally, cadets from Spirit Composite Squadron provided the Color Guard that posted and retired the colors, and a special guard for the POW-MIA table, in honor veterans taken as prisoners of war or reported as missing in action.



After dinner, guests were treated to a medley of patriotic songs – “America” (My Country ‘Tis of Thee), “America the Beautiful,” “Battle Hymn of the Republic” and “God Bless America.” Veterans of the five armed services – Army, Navy, Air Force, Marines and Coast Guard – were honored by having their service songs played during the musical tribute, and were encouraged to stand while their service song was being played.

Following the patriotic music, diners heard from that evening’s guest speaker, The Honorable Allen B. Clark, a 1963 graduate of West Point who served in Vietnam as a military intelligence officer. Clark recounted the events of June 17, 1967, when an early-morning mortar round barely missed him and sheared off his left leg at the knee. His right leg was fractured in five places and was amputated ten days later while Clark was recuperating at Brooke Army Medical Center in San Antonio. Although his injuries earned him the Purple Heart, they also plunged him into an abyss of depression, anxiety and Post-Traumatic Stress Disorder (PTSD). He required 15 months of hospitalization and another five years of therapy to recover from his wounds.

His voice broke more than once as he recounted the support of those who helped with his rehabilitation. While learning to walk with prosthetic legs, he earned his MBA in finance and investments from Southern Methodist University in Dallas, and went on from there to hold a number of positions in both government and the private sector. In 1989, he was nominated by President George H. W. Bush and confirmed by the U.S. Senate as Assistant Secretary for Veterans Liaison and Program Coordination at the U.S. Department of Veterans Affairs. In 1991, he was nominated and confirmed as Director of the National Cemetery System, a position in which he served until the end of the President George H. W. Bush administration.

Clark attributed his perseverance and success to his desire to serve his country – not because it is perfect, but in spite of its many imperfections.

His voice breaking, he said, “With all the blemishes we have, this is still the greatest nation that anybody has brought forth.” He added, “Service is something we do out of the experience of who we are,” concluding that true service is never coerced or forced, but done willingly from the heart.

Senior Pastor Erik Christensen then closed the dinner with several encouraging words from Scripture and prayer. The pastors and elders of the church then presented those veterans present with a Hoffmantown Military Ministry commemorative coin. 🇺🇸



Top: Maj. Ric Walters introduces the keynote speaker, CAP Lt. Col. Eric Boe. (Photos: Capt. Audrey Morrow, CAP)

Texas Wing's Group IV Hosts Emergency Services Conference

by Capt. Audrey Morrow, CAP, Texas Wing

HOUSTON – On Sept. 24, 2015, at C. E. King Middle School, Group IV Commander Maj. Ric Walters, together with Group IV Emergency Services Officer Maj. Val Rose, organized a one-day Emergency Services Conference combined with an evening awards dinner. This was a considerable undertaking, because of the large size and area of Group IV. Despite torrential rains and area flooding, 76 CAP members and guest speakers attended the event. The conference, packed with an array of presenters well-versed in emergency services, inspired all to give their best to Civil Air Patrol.

The importance of Emergency Services and First Response training was made clear as participants were arriving. Minutes before the conference was to begin, a car ran into a ditch in front of C. E. King Middle School, an event that is described in a separate article (above).

Southwest Region Director of Emergency Services Col. Brooks Cima (a former Texas Wing commander) gave the opening remarks. She stressed the importance of multi-tasking and continual training in life-saving skills, prior to exercises and in preparation for missions. "Personnel need to arrive at an exercise fully trained and ready," she said.

Right: (L-R) Maj. Val Rose, Maj. Ric Walters and Col. Brooks Cima

Below: (L-R) Lt. Col. Mike Turoff gets an Achievement Award from Maj. Ric Walters.

FAA representatives Paul Downs and Lance Little gave a review of recent aircraft accidents and ways they could have been prevented. This included a description of parachute devices installed on various small aircraft.

Trionics, LLC representatives Harris Beyer, Jr. and Ken D'Ancicco demonstrated various ELTs (emergency locating transmitters) and EPIRBs (emergency position indicating radio beacons) and their variety of uses in locating persons in distress on land or at sea.

Keynote speaker was NASA Astronaut and USAF Col. Eric Boe, who is currently a CAP Lt. Col. and member of the Ellington Composite Squadron. He gave a fascinating film presentation on an overview of his experiences aboard the shuttles Endeavor and Discovery and his work on the International Space Station. "One has to continually move and exercise to reduce the risk of losing bone density," he commented. His love of flight began as a CAP cadet, where he earned the Gen. Spaatz Award.

Second Lt. Don Stephens explained K9 Basics, as he described the training and many life-saving accomplishments of canine rescuers. Maj. Dallas Lane, of the Arizona Wing, outlined NASAR (National Association for Search and Rescue) and the use of canines in rescue efforts.

U. S. Coast Guard Lt. Allan Carroll spoke in detail about the Coast Guard's duties and training used in emergency rescues. In a slide presentation, he illustrated the various equipment used, such as the different type boats and their purpose, as well as helicopters used in life flight operations. The U. S. Coast Guard holds joint exercises that incorporate local emergency operations agencies, including Civil Air Patrol.

Lt. Col. David Ogden laid out the contents of a 24-hour backpack used in ground team rescue operations. He listed what was needed, stressing prior knowledge of area and climate conditions. He also gave details on where these items could be purchased.

The program concluded with a presentation given by Maj. Val Rose, Maj. Dallas Lane and 2d Lt. Don Stephens on CAPSAR (CAP Search and Rescue). They stressed the importance of being qualified in Emergency Services. They explained that continual upgrading and up-to-date training are the key to a proficient team.

The awards dinner took place immediately following the presentations. Ninety-five awards were given to outstanding individuals who gave their best, and several promotions were presented. This ended a day of dynamic presentations, sharing of experiences, learning, and fellowship among all attendees. 🇺🇸





Top: Squadron Professional Development Officer Teresa M. LeGalley (left) receives Civil Air Patrol's Achievement Award from squadron commander Maj. Lloyd J. Voights for her outstanding work in the squadron's CyberPatriot program. (Photo: Lt. Col. Jay T. Tourtel, CAP)

New Mexico Wing Squadron Awards Dinner Looks Back at 2015, Ahead to 2016

by Lt. Col. Jay T. Tourtel, CAP, New Mexico Wing

ALBUQUERQUE, N.M. – On Dec. 18, 2015, Albuquerque Heights “Spirit” Composite Squadron looked back on its achievements during 2015 by recognizing the contributions of its cadets and senior members, and at its end-of-year awards banquet looked ahead to 2016 and what lies ahead for the squadron. The event was held at Albuquerque’s North Domingo Baca Intergenerational Center, because of a scheduling conflict with the Albuquerque Heights First Church of the Nazarene, where the squadron normally holds its meetings. Friends and family members of cadets were also invited.

Squadron commander Maj. Lloyd J. Voights recognized a number of cadets and senior members present, especially those who helped with Color Guard presentations throughout the year, the Hoffmantown Military Appreciation Dinner, the New Mexico Wing Conference (for which Spirit Composite Squadron was the host squadron) and the squadron’s CyberPatriot program, in which the squadron placed third locally.

Maj. Voights concluded the banquet with a slideshow summarizing all the squadron’s activities for the year. “I have high hopes for the squadron’s accomplishments in 2016,” he said. 🇺🇸

How does the flu spread?

Flu viruses are thought to spread mainly from person to person through droplets when people with flu cough, sneeze, or talk. Flu viruses also may spread when people touch something with flu virus on it and then touch their mouth, eyes, or nose. Many other viruses spread these ways too.

People infected with flu may be able to infect others beginning 1 day *before* symptoms develop and up to 5-7 days *after* becoming sick. Thus, you may be able to spread the flu to someone else before you know you are sick as well as while you are sick. Young children, people who are severely ill, and those who have severely weakened immune systems may be able to infect others for longer than 5-7 days.

What are everyday preventive actions?

- Try to avoid close contact with sick people.
- If you or your child gets sick with flu-like illness, CDC recommends that you (or your child) stay home for at least 24 hours after the fever is gone except to get medical care or for other necessities. The fever should be gone without the use of a fever-reducing medicine.
- While sick, to keep from infecting others, limit contact with them as much as possible.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand-rub.
- Avoid touching your eyes, nose and mouth. Germs and viruses spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with a germ or virus.
- If an outbreak of flu or another illness occurs, follow public health advice. This may include information about how to increase distance between people and other measures.

What additional steps can I take at work to help stop the spread of germs and viruses that can cause respiratory illness, like flu?

- Find out about your employer's plans if an outbreak of flu or another illness occurs and whether flu vaccinations are offered on-site.
- To help remove germs and viruses, routinely clean frequently touched objects and surfaces, including doorknobs, keyboards, and phones.
- Make sure your workplace has an adequate supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes.
- Train others on how to do your job so they can cover for you in case you or a family member gets sick and you have to stay home.
- If you begin to feel sick while at work, go home as soon as possible.

What additional preventive actions can I take to protect my child from germs that can cause respiratory illness, like flu?

- Find out about plans your child's school, child care program, or college has if an outbreak of flu or another illness occurs and whether flu vaccinations are offered on-site.
- Make sure your child's school, child care program, or college routinely cleans frequently touched objects and surfaces, and that they have a good supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes on-site.
- Ask how sick students and staff are separated from others and who will care for them until they can go home.

For more information: Visit www.cdc.gov or call 1-800-CDC-INFO. 

***Lt. Col. John Kruger, CAP
SWR Director of Safety***

On Writing

What Makes a Clear Sentence?

AUSTIN, Texas – A sentence is a grammatical structure that expresses an idea presented in terms of an action. To be a sentence, this structure must always have a *verb*. The verb, in turn, requires something or someone to activate it; this is called the *subject* that normally precedes the verb. Most of the time, the verb is used in connection with something that is the consequence of having applied that verb to action; this is called the *predicate*.

Note: When the context makes it clear, the subject or predicate may be *tacit* (unstated), making it appear as if the sentence had been truncated; but with a tacit subject or predicate, the verb still makes a sentence. (Example: “Jump!”)

The subject can be animate (a living creature) or inanimate (thing or object). For instance: *The clock’s alarm was very loud* has an inanimate subject (*the clock’s alarm*), whereas *John turned off the alarm* has an animate subject (*John*).

The verb can be in any mood and tense. If we are referring to something that is happening at the moment or is intrinsic to the subject, we’ll use the *Indicative mood* in the *Present tense*. For instance, *The clock’s alarm is very loud*. The word *indicative* means “that it shows” or “that it points to” and has the same Latin root (*indicare*) as the word *index* (as in *index finger*). The indicative mood is used in most concrete narratives, such as an article written in *Associated Press Style*. To write about something that has already happened, normally the Indicative mood is used in the *Past tense*.

The *predicate* (the consequence of having executed the verb’s action) is a free-form narrative that may have one or more clauses. In *The clock’s alarm is very loud*, the predicate is *very loud*, and in *John turned off the alarm*, the predicate is *the alarm*. In both examples, the predicate is a simple clause. But as it gets more complicated, it is in the predicate where most people get lost.

Let’s leap into a more complex example, taken from a published news release:

A former U.S. Navy submariner charged with beating a man in Portsmouth, N.H., last year has pleaded guilty to assault.

The subject is *A former U.S. Navy submariner*. This is followed by the clause *charged with beating a man in Portsmouth, N.H.*, that in itself is an independent clause (because it has a verb) and we’ll call it Clause 1. Following Clause 1, *last year* is also a clause (dependent because it has no verb) that we’ll call Clause 2. The verb here is *has pleaded* used in the Present Perfect to indicate a completed event. Finally *guilty to assault* is also a clause (dependent).

“Not fair! This is a horrible example!” you might complain. And you’d be right. But we have taken it from a published item that was created by a professional writer, made it past the news editor, and was accepted by the editor in chief. So let’s piece it out grammatically (the correct term is *parse*), using some helpful rules.

Rule #1 – Comma Placement after the Subject #1: Never place a comma between the subject and the verb.

Rule #2 – Comma Placement after the Subject #2: If the subject is followed by a long clause, a comma may be placed after the subject and after the clause; a clause that is *comma delimited* is functionally equivalent to a clause that has been placed *inside parentheses*.

Rule #3 – Clause Placement: A clause normally attaches to its most immediate antecedent.

Rule #4 – Comma Placement before a Dependent Clause: A dependent clause that follows another clause does not need a leading comma.

Rule #5 – Comma Placement before an Independent Clause: An independent clause that follows another clause requires a leading comma.

Rule #6 – Comma Placement after a City Name: When the city needs to be followed by the state name or abbreviation, place a comma after the city and another comma after the state name or abbreviation. (This is a guideline from the *AP Stylebook*.)

Rule #7 – Legibility: The common person must understand your sentence clearly.

Now, let's go back to the example and present it with some changes:

A former U.S. Navy submariner charged with beating a man (in Portsmouth, N.H.) last year has pleaded guilty to assault.

Now isn't that a revelation? Although on first reading *charged with beating a man in Portsmouth, N.H.*, seemed to be a single clause, it is now apparent that it is composed of two clauses, *charged with beating a man* (Clause 1a) and *in Portsmouth, N.H.*, (Clause 1b). Why would this writer think that everyone could understand the sentence as written, and be certain that the charge had been made last year, and that it wasn't last year that the submariner had pleaded guilty? All this is possible, but not all is right. So, let's fix it. How about this?

Version 1 – A former U.S. Navy submariner (who was charged with beating a man in Portsmouth, N.H., last year) has pleaded guilty to assault.

Or, even,

Version 2 – A former U.S. Navy submariner, who last year was charged with beating a man in Portsmouth, N.H., has pleaded guilty to assault.

Of, even better,

Version 3 – After having been charged last year with beating a man in Portsmouth, N.H., a former U.S. Navy submariner has pleaded guilty to assault.

The weakness of Version 1 is that the added parentheses inject complication into the sentence and the subject is too far away from the verb.

The weakness of Version 2 is that readers who are not familiar with AP Style might think that the subject has been comma-separated from the verb, and the subject is still too far away from the verb.

The strength of Version 3 is that the re-write places the "problem clause" up front, making it possible for the subject to be immediately followed by the verb; the object of writing clearly is not so much to write a correct sentence as to write a sentence that is universally understood.

In the case of Latin, for instance, where prepositions are seldom found, each noun is *declined* (subjected to *declension*) in one of seven cases: (1) nominative (the subject), (2) genitive (possessive), (3) accusative (the direct object), (4) dative (the indirect object), (5) ablative (what is being talked about), (6) vocative (used to address someone directly), and (7) locative (expresses the place that one is referring to). German retains four of these: nominative, genitive, accusative and dative, while English only retains the genitive via the Apostrophe-S. In English, all the others are constructed via prepositional, personal pronoun or article constructs.

In German I can say *Ich gebe den Mann dem Buch* (I give to the man the book), or *Ich gebe dem Buch den Mann*, or even *Dem Buch gebe ich den Mann*, or yet even *Den Mann gebe ich Dem Buch*. This "word order flexibility" is directly inherited from Latin syntax, and makes it possible for the speaker to mention first what is most important, following in order of importance.

In contemporary American English, one can normally say "I give the man the book" (instead of the correct "I give to the man the book") and this is perfectly understandable. However, I can't say "I give the book the man," much less "The book the man I give."

Which is the clearer language? Stand-alone English or Latin-structured German? 

Lt. Col. Arthur E. Woodgate, CAP
SWR Director of Public Affairs

How the Southwest Region Public Affairs Awards Program Works

Starting with the July, 2015 issue of The Fly-By, Southwest Region Commander Col. Mark Smith has decided to continue the January, 2013 directive of then Southwest Region Commander Col. Frank A. Buethe in that region will recognize contributions to The Fly-By as follows:

1. A SWR **CAP Achievement Award** for article publication on three different issues of The Fly-By. Multiple articles in the same issue will count as one.
2. A SWR **Commander's Commendation Award** for article publication on an additional six different issues. Multiple articles in the same issue will count as one.

Region will issue the certificate and send it to the winner's unit at the first available opportunity. The award certificate will be presented at the first available opportunity.

How to Make Submissions Suitable for Publication

Since The Fly-By is posted on the SWR website, it is an external communication. Therefore, as required by CAPR 190-1, Sec. 7.b.(7), articles must be written in Associated Press Style. If a submission that is not in AP Style is selected for publication, it will be edited to this standard. (NHQ/PA has been using AP Style for all external communications since 2005.)

AP Style is defined in the Associated Press Stylebook (available at www.ap.org). For a brief summary, please see "Associated Press Style in a Nutshell," overleaf.

"Article" is defined as a narrative that:

- Is written in AP Style;
- Answers the questions Who, What, When, Where, and Why, and preferably also How;
- Has one or more quotes from participants, with attribution;
- Has two or more digital photos attached (not embedded in the text), with appropriate cutlines (photo captions). An article submitted without digital photos that is selected for publication will count as a half-credit. For full credit, it must have accompanying photos.

General advice on writing a good article

- Get all the facts right, stick to the facts, and do not use hearsay or express opinion.
- Take good digital photos.
 - Do not use digital zoom, or else your photos will lack good focus and definition;
 - Take "action shots" of people doing something interesting that is material to the article;
 - Make sure everyone is in the correct uniform and you identify all.
 - **Note:** Good photos are essential to add immediacy and flavor to the story.
- Get good quotes.
 - Ask participants for their opinion;
 - Get full grade, name, position title and unit of assignment for each quote.
 - Get the individual's consent to publish the quote as recorded (read it back).
 - **Note:** Getting quotes is how you get to express opinion, and get your readers to share the experience that you are writing about.
- Write in good, idiomatic, unadorned English.
 - Do not "pad" your sentences, such as saying "due to the fact that" when "because" will do;
 - Avoid trite expressions, such as "it goes without saying" – if it does, don't say it;
 - Avoid colloquial expressions;
 - Do not write in acronyms – always define the first instance, such as "Federal Aviation Administration" before you use FAA;
 - No nicknames – unless famous, such as "Ike" for Pres. Dwight E. Eisenhower. 

Associated Press Style in a Nutshell

Below are the most important rules to keep in mind when writing in AP Style

- Write the title in normal English-language capitalization. Never all in caps.
- Add your byline below the article title
- Do not format the text in the article (only exceptions are: bullet comments and numbered paragraphs in a section that details a process or sequence).
- Do not indent the first line of a paragraph.
- Use AP Style rules for punctuation.
- Single space the article. At the end of each paragraph, execute two end-of lines (Enter key).
- Do not introduce artificial paragraphing by hitting the Enter key at the end of each line in your article. Instead, let the text wrap naturally and tap two Enter keys at the end of the paragraph.
- Use only a single space after a period.
- Insert a dateline at the beginning of the article, following AP Style rules.
- Answer the 5Ws: Who, What, Where, When, Why + the honorary W: How. In writing a CAP article, you will always know the 5Ws.
- Write all dates in AP style.
- Do not use postal codes instead of state abbreviations (not OK but Okla., not NM but N.M.) but some states have no abbreviation, such as Texas.
- Write all military grades in AP Style.
- Write the article in the third person singular.
- Express no opinion.
- To express opinion, use one or more quotes of qualified sources – always get the quoted person’s permission to include the quote, unless it is a matter of record (printed article or recorded audio-visual). Get the quoted person’s grade, name, job title and organization.
- Never self-quote.
- Identify all persons by grade or title, name, job title if material, and organization.
- Never refer to a young person as “kid.”
- When a young person is a CAP cadet, never use “boy,” “girl” or “child” but identify each one by grade, full name (or last name only – never first name only), and unit of assignment.
- Never use “their” for the possessive of a singular subject, such as, “the cadet took their meal.”
- Avoid the abbreviations i.e. and e.g. You may know what each one means, and the Latin words they represent, but most people confuse the two. Be clear. Write in English and leave Latin and non-English to scholars.
- Refer to CAP members by grade, name, duty position and unit of assignment. Never by first name.
- On second or subsequent references, use only the last name, except when there are two persons with the same last name, in which case the use of both first and last name is preferred (never just the first names).
- In the case of CAP or military commanders or higher ranking senior members, on second reference use the grade and last name.
- Do not use Lt. as a grade. Lt. is a mode of address. The correct grade may be 2nd Lt. or 1st Lt., but never Lt. The Navy is the only service that has the grade of Lt.
- Do not use exclamation marks, as doing so expresses opinion.
- Use simple declarative sentences.
- Avoid the passive voice.
- Remember the good rules of English grammar and syntax, and follow them.
- **For best results**, buy the latest copy of the Associated Press Stylebook, available at a modest cost at www.ap.org – read it, study it, know it, and use it. 📖